9 FAM PART IV Appendix O, Exhibit V
STATISTICAL REPORTING FORMAT

The following statistical format should be used by all refugee processing posts, except for those in Southeast Asia. Processing posts in Southeast Asia have been provided with a separate format and instructions.

SAMPLE MONTHLY REPORTING FORMAT

REFUGEE PROCESSING ACTIVITY
MONTH AND YEAR

			INDIVIDUALS
1.	Applications Pending		
A.	New Applications Received:	[Total]	XXX
	[1] AF		XXX
	[2] CZ		XXX
	[3] ET		XXX
	[4] HU		XXX
B.	Pending Interview:	[Total]	XXX
	[1] AF		XXX
	[2] CZ		XXX
	[3] ET		XXX
	[4] HU		XXX
2.	Interviewed by INS		
A.	Tentatively Approved	[Total]	XXXX
	1. Priority One [Total]		XXX
	(a) AF		XXX
	(b) CZ		XXX
	2. Priority Two [Total]		XXXX
	(a) AF		XXX
	(b) CZ		XXX
	(c) HU		XXX
	3. Priority Three [Total]		XXXX
	(a) AF		XXX
	(b) ET		XXX
	(c) IR		XXX

			INDIVIDUALS
4. Priority Four	[Total]		XXXX
(a) AF			XXX
(b) ET			XXX
(c) IR			XXX
5. Priority Five	[Total]		XXXX
(a) CZ			XXX
(b) HU			XXX
6. Priority Six	[Total]		XXXX
(a) CZ			XXX
(b) HU			XXX
7. VISAS 93/1-730	[Total]		XXXX
(a) AF			XXX
(b) HU			XXX
B. Denied	[Total]		XXXX
[1] CZ			XXX
[2] IR			XXX
C. Deferred:	[Total]		XXXX
[1] ET			XX
D. Otherwise Closed:	[Total]		XXXX
[1] IR			XXX
[2] PL			XXX
3. Tentatively Approved and Pending Departure			
A. Pending Clearances:	[Total]		XXXX
1. Pending Assurances:	[Total]		XXXX
(a) AF			XXX
(b) ET			XXX
(c) HU			XXX
2. Pending Medical Clearances:	[Total]		
(a) IR			XX
3. Pending Administrative Clearances:	[Total]		XXXX
(a) AF			XXX
(b) ET			XXX
(c) HU			XXX
B. Pending Admissions Number:	[Total]		XXXX
(1) AF			XXX
(2) IR			XXX

		INDIVIDUALS
C. Pending Travel Arrangements:	[Total]	XXXX
(1) CZ		XXX
(2) ET		XXX
(3) IR		XXX
D. Total Pending Departure:	[Total]	XXXX
(1) AF		XX
(2) CZ		XXX
(3) ET		XXX
(4) HU		XXX
(5) IR		XXX
4. Departures to the United States:	[Total]	XXXXX
A. Regular Refugees:	[Total]	XXXX
(1) AF		XXX
(2) ET		XXX
(3) HU		XXX
(4) IR		XXX
B. VISAS 93/I-730 Beneficiaries:	[Total]	XXXX
(1) AF		XXX
(2) ET		XXX
(3) HU		XXX
(4) IR		

5. Work Hours	Regular	OT
Consular	XX	XX
FSN	XX	XX
PIT Employees	XX	XX

6. GENERAL INSTRUCTIONS

The following are general instructions for preparing this report:

(a) The report should be unclassified and addressed to SECSTATE for PRM/A, PRM/EX, and CA/VO/F, INS WASHDC for INS/HQIAO; INS/ Rome; and Geneva.

(b) PREF and CVIS tags should be used.

(c) The report is due by the fifth of each month and should provide information on all refugee processing activity that occurred during the previous month.

(d) Note that under the revised format, posts are only required to report monthly activity and not activity for the entire fiscal year. However, in some cases [Items 1.B and 3], monthly activity will reflect cases processed during preceding months but which are still pending action in that category. Please refer to the instructions on specific items for further classification.

(e) Activity should be reported by number of individuals; a case/individual breakdown in not required.

(f) Posts are requested to provide only the one report per month which includes all nationalities processed, as indicated in the sample format. The country of chargeabililty should be a subdivision of each major category of the new reporting cable as indicated in the sample format.

(g) Note that nationality is not always the same as country of chargeability. For example, if a principal applicant is Afghan and his/her spouse is Pakistani, the country of chargeabililty for both is Afghanistan. Similarly, the country of chargeability for a VISAS 93 case is identical to that of the petitioner in the United States. For brevity's sake, posts are asked to use the country TAG designation to report country of chargeability in alphabetic order under each separate subsection of the report to facilitate data entry.

7. Specific instructions

The following are specific instructions which address each section of the re-port:

Item 1.A. This should include all new applications received during the reporting month.

Item 1.B. (a) This should show all applicants pending INS interview, including those in Item 1.A. It should represent post's best estimate of total INS interviewing backlog.

(b) Where there is a JVA or where consular officers pre-screen applications, Item 1.B. should include all potentially eligible individuals who could be presented to INS.

(c) For processing posts in Europe, the number in Item 1.B should include all files passed by volags to INS or the consular section in Madrid for consideration by INS and all potentially eligible applicants whose files are still being held by the agencies for future presentation. Processing posts in Europe may wish to have volags report by the end of the month the number of files they are holding for inclusion in the monthly reporting statistics.

(d) The total in Item 1.B should be cumulative and should be adjusted monthly as new applicants enter this status and other applicants leave this status following their INS interviews. Applicants who are approved on motion or appeal should not be included in Item 1, but should appear in Item 2.A because as approvals during the month they were found to meet the requirements of INA 101(a)(42).

Item 2.A. "Tentatively approved" should include all applicants found to meet the definition of INA 101(a)(42) by INS during an adjudicative interview. There should be a total number of tentatively-approved applicants, and then subtotals of priority, as in the current format. This number should include only those applicants interviewed during the month being reported. Applicants who have been approved should also be reported in the "pending departure" section of the report (Item 3).

Item 2.B. "Denials" need not be broken down by priority or grounds of denial, but only by nationality of chargeability.

Item 2.D. "Otherwise closed" should include deaths, applicants who have returned to their country of origin or who have been resettled elsewhere, those who have been admitted as immigrants or parolees, and any others who have dropped out of the program for one reason or another.

Item 3. "Approved and pending departure" should include all individuals who have been approved by INS and have not yet departed for the United States. Item 3 has been reorganized into four sub-items. Of these, sub-items A, B, and C are exclusive; each represents an ascending step in the process to departure. Sub-item D represents the total of the preceding three sub-items.

Item 3.A. "Pending clearances" is subdivided into categories 1-3 for those awaiting (1) sponsorship assurances, (2) medical clearances, and (3) administrative clearances. Administrative clearances should include those awaiting host country clearances of one kind or another, as well as those on USG administrative hold. Certain applicants will fall into more than one of these categories, e.g., a refugee could be pending both assurance and medical clearance and should be reported in each. Therefore, the total for Item 3 may well be less than the sum of its parts.

Item 3.B. "Pending Admission Number" is exclusive and should include only those applicants who have completed all steps in Item 3.A, but for whom an admissions number is not currently available. This sub-item is meant to show the number of people who are unable to travel because of insufficient admissions numbers. Therefore, it should not include applicants for whom an admissions number is available but not yet assigned.

Item 3. C "Pending Travel Arrangements" is exclusive and should include only those applicants for whom admissions numbers are available and who are awaiting only final travel arrangements.

Item 3.D. "Pending Departure" should be the total of sub-items A, B. and C.

Item 4   Only those applicants who have actually departed during the month should be reported. Any applicant who for some reason is unable to travel during the month should be included in Item (3) of the report instead. VISAS 93 refugees should be reported separately under Item 4.B to ensure that no double counting occurs in INS or Department statistics. The importance of keeping an accurate count of actual departures in this report can-not be over-emphasized.

Specific questions regarding the reporting format should be sent to the Department, ATTN: PRM/A and PRM/EX.